

State of Hawaii
Department of Health
Family Health Services Division
Children With Special Health Needs Branch/Early
Intervention Section (EIS)

Request for Proposals

RFP Number: HTH 530 EIS 06

**RFP Title: Professional Services for the
Early Intervention Section**

Date Issued: January 15, 2006

January 15, 2006

REQUEST FOR PROPOSALS

Professional Services for Infant and Toddler Development RFP No. HTH 530 EIS 06

The Department of Health, Family Health Services Division, Children with Special Health Needs Branch, Early Intervention Section is requesting proposals from qualified applicants to provide infant and toddler development services to infants and toddlers under the age of 3 with special needs and their families. Services include assistive technology, audiology, intensive behavioral support (discrete trial training), interpretation services (foreign language and sign language), nutritional services, occupational therapy, physical therapy, psychological services, social work services, special instruction, speech language pathology, and vision services. The contract term will be from July 1, 2006 through June 30, 2010. Multiple contracts will be awarded under this request for proposals.

Proposals shall be mailed and postmarked by the United State Postal Service on or before February 17, 2006, or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on February 17, 2006, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Early Intervention Section (EIS) will conduct an orientation on January 27, 2006 from 10:00 a.m. to 11:30 noon HST, at the Early Intervention Section conference room located at the Pan Am Building, 1600 Kapiolani Blvd., Suite 1401, Honolulu, Hawaii 96814. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on February 3, 2006. All written questions will receive a written response from the State on or about February 10, 2006.

Inquiries regarding this RFP should be directed to the RFP contact person, Jo McKinney at 1600 Kapiolani Blvd., Suite 1401, Honolulu, Hawaii 96814, telephone: (808) 973-9667, fax: (808) 973-9655, e-mail: jo.mckinney@fhds.health.state.hi.us

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: ONE ORIGINAL AND THREE COPIES
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**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS)
NO LATER THAN
February 17, 2006**

All Mail-ins

Department of Health
Early Intervention Section
1600 Kapiolani Blvd., Suite 1401
Honolulu, Hawaii 96814

DOH RFP COORDINATOR

Jo McKinney
For further info. or inquiries
Phone: 973-9667
Fax: 973-9655

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITES UNTIL 4:30 P.M., Hawaii
Standard Time (HST) February 17, 2006.**

Drop-off Site

Department of Health
Early Intervention Section
1600 Kapiolani Blvd., Suite 1401
Honolulu, HI 96814

BE ADVISED: All mail-ins postmarked by USPS after **February 17, 2006**, will be rejected.
Hand deliveries will **not** be accepted after **4:30 p.m., HST, February 17, 2006**.
Deliveries by private mail services such as FEDEX shall be considered hand
deliveries and will not be accepted if received after **4:30 p.m., HST, February
17, 2006**.

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Early Intervention SectionChildren with Special Health Needs BranchDepartment of Health, State of Hawaii1600 Kapiolani Blvd., Suite 1401Honolulu, Hawaii 96814Phone (808) 973-9667 Fax: (808) 973-9655**IV. Procurement Timetable**

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	<u>Jan. 15, 2006</u>
Distribution of RFP	<u>Jan. 15, 2006</u>
RFP orientation session	<u>Jan. 27, 2006</u>
Closing date for submission of written questions for written responses	<u>Feb. 3, 2006</u>
State purchasing agency's response to applicants' written questions	<u>Feb. 10, 2006</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>Not Applicable</u>
Proposal submittal deadline	<u>Feb. 17, 2006</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>Not Applicable</u>
Final revised proposals (optional)	<u>Not Applicable</u>
Proposal evaluation period	<u>March 2006</u>
Provider selection	<u>March 2006</u>
Notice of statement of findings and decision	<u>April 2006</u>
Contract start date	<u>July 1, 2006</u>

V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: January 27, 2006 **Time:** 10:00-11:30 a.m.
Location: Early Intervention Section Conference Room, Pan Am Bldg., 1600 Kapiolani Blvd., Suite 1401

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the

orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: February 3, 2006 **Time:** 4:30 HST

State agency responses to applicant written questions will be provided by:

Date: February 10, 2006

VII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** – Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at:

<http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.

- 6. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Proposal Submittal** – Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-in and Delivery information Sheet attached to this RFP. Any proposal post-marked after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. ***One original and 3 copies of the proposal are required.***

Submission of proposals by applicants through telefacsimile, electronic mail, and/or computer diskette is *not* permitted by the state purchasing agency.

- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section

103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm

- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and

- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Chiyome L. Fukino, M.D.	Name: Ann H. Kinningham
Title: Director of Health	Title: Chief, Administrative Services Office
Mailing Address: P.O. Box 3378 Honolulu, HI 96801-3378	Mailing Address: P.O. Box 3378 Honolulu, HI 96801-3378
Business Address: 1250 Punchbowl Street Honolulu, HI 96813	Business Address: 1250 Punchbowl Street Honolulu, HI 96813

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address).

Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Early Intervention Section (EIS), Children with Special Health Needs Branch (CSHNB), Family Health services Division (FHSD), is soliciting applications for the purpose of providing family-centered, community-based evaluation, treatment, and consultation services for infants and toddlers, birth to age three, with developmental delays and their families.

The State of Hawaii is mandated to provide early intervention services to infants and toddlers, under age three, who are eligible to receive services based on criteria outlined in P.L. 105-17, also known as the Individuals with Disabilities Education Act (IDEA), Part C, and the Hawaii Early Intervention State Plan.

B. Description of the goals of the service

The goals of early intervention services are to enhance the development of infants and toddlers with special needs and to minimize the likelihood of institutionalization, and enhance the capacity of families to meet the special needs of their infants and toddlers.

C. Description of the target population to be served

Infants and toddlers, under the age of three, with developmental delays and their families, who are determined to be Part C eligible (under IDEA), can receive early intervention services under this RFP.

D. Geographic coverage of service

Statewide. The Applicant may apply to provide services for one or more islands, or a specific community (e.g., Waianae, East Hawaii).

E. Probable funding amounts, source, and period of availability

Contingent upon the availability of State, Federal, and Special Funds per fiscal year.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

Personnel qualifications must meet licensure or accreditation requirements of the discipline(s) indicated in this RFP.

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed, subject to approval by the primary purchaser.

Planned secondary purchases

None

C. Multiple or alternate proposals (Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded (Refer to §3-143-206, HAR)

☐ Single ☒ Multiple ☐ Single & Multiple

Criteria for multiple awards: multiple awards may be awarded within geographic areas and types of services.

E. Single or multi-term contracts to be awarded (Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contract terms:

Multi-term contracts may be awarded for a period not to exceed four years. Any extensions beyond the initial term of the agreement will require a written supplemental agreement between the State and the contractor. The contract period shall commence on the contract date or Notice to Proceed, whichever is later.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Jo McKinney, Public Health Administrative Officer
 Early Intervention Section
 1600 Kapiolani Blvd., Suite 1401
 Honolulu, HI 96814
 Telephone: (808) 973-9667
 Fax: (808) 973-9655
 Email: jo.mckinney@fhds.health.state.hi.us

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

- 1) Provide family-centered, community-based, and discipline specific evaluation, therapy, and consultation services based on the individual needs of each child, infant and toddler with special needs under the age of three (3) who have been authorized to receive services by the STATE's Early Intervention Section.
- 2) Provide consultation or information to program staff of the STATE or its contracted service providers regarding the CONTRACTOR's specific area of discipline as requested by the STATE.
- 3) Participate in Individual Family Support Plan (IFSP) meetings or other meetings concerning the child's progress as requested by the family members or program staff of the STATE or its contracted service providers.
- 4) Provide training and assistance to family members to increase the family's ability to support their child's development.
- 5) Submit a written evaluation report within two (2) weeks following the evaluation to the child's family, and the STATE's or contracted

service provider's care coordinator of the child and family. Reports shall include recommendations regarding the frequency and, if needed, the intensity of therapy services.

- 6) Submit written quarterly reports within two (2) weeks following the end of each quarter to the child's family and the child's care coordinator.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

License or certification to practice in the state, if required.

2. Administrative

Not applicable.

3. Quality assurance and evaluation specifications

Not applicable.

4. Output and performance/outcome measurements

Not applicable.

5. Experience

Minimally, applicant's experience should be of the type that would meet state personnel qualifications for similar state employment.

6. Coordination of services

The applicant shall demonstrate the capability to coordinate services with other service providers and agencies.

7. Reporting requirements for program and fiscal data

Quarterly report on the child's progress within fourteen calendar days following the end of each quarter.

8. Pricing structure or pricing methodology to be used

Hourly rate.

9. Units of service and unit rate

To be negotiated. A contract shall be entered into only upon successful negotiation of a unit rate(s).

IV. Facilities

Not applicable.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services. Delineate experience serving young children, including ages served, and the applicant's education and specialization for this age group or treatment service area.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services. Applicant shall include reference points of contact, addresses, and email and phone numbers. The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. Specifically, the applicant should explain and describe:

- 1) How the family's care coordinator is to be informed of services provided.
- 2) How the applicant will support the increased knowledge of family members or interested others (e.g., preschool teacher, babysitter) in the service to be provided.
- 3) List other agencies (public or private) that applicant currently is in contact.

E. Facilities

Not applicable.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall provide work descriptions of staff that will provide identified services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

Staff must meet minimum qualifications. The applicant shall delineate qualifications for all staff to be involved in providing services. (Refer to the qualifications in the Service Specifications, as applicable)

Attach resumes for all staff that will provide services.

Identify whether interns shall be used. If so, describe the supervision and training to be provided.

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision, as applicable. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application as relevant.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Applicant should indicate service activities for which he/she is applying based upon area of interest, education and experience. Services to be provided are:

- ☐ Assistive technology
- ☐ Audiology
- ☐ Intensive behavioral support (e.g., discrete trial training)
- ☐ Interpretation Services – Foreign language
- ☐ Interpretation services - Sign language
- ☐ Nutritional services
- ☐ Occupational therapy

- ☐ Physical therapy
- ☐ Psychological services
- ☐ Social work services
- ☐ Special instruction
- ☐ Speech language pathology
- ☐ Vision services
- ☐ Transportation

Applicants shall check off applicable method(s) of service delivery as follows:

- ☐ Individual
- ☐ Group
- ☐ Other (please list)

Services are needed statewide. (Geographical areas are listed on the Title Page: SPO-H-200.) Please check off the setting(s) in which applicant is willing to provide services:

- ☐ Home
- ☐ Community preschool
- ☐ Community daycare (e.g., babysitter's home)
- ☐ Other community locations (park, Head Start Program, etc.)
- ☐ Program for children with developmental delays
- ☐ Applicant's office
- ☐ Other (please list)

Applicant shall indicate availability by placing a check mark in the appropriate timeslots:

	Daytime (8:00 a.m. to 4:30 p.m.)	Evenings (4:30 p.m. to 7:30 p.m.)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing an **hourly unit rate**. Although the hourly unit rate is negotiable, please submit any DOH approved rates that you are currently using with this application.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address).

B. Other Financial Related Materials

Not applicable.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>		<u>Possible Points</u>
Mandatory Requirements		Pass or Rejected
<i>Proposal Application</i>		100 Points
Experience and Capability	40 points	
Service Delivery	50 points	
Personnel	10 points	
TOTAL POSSIBLE POINTS		100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Registration, if not pre-registered, with the State Procurement Office (SPO-H-100A).

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. Experience and Capability (40 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.
- Approach in supporting the increased knowledge of family or interested others (preschool or babysitter) in the service to be provided.

B. Experience

- Demonstrate experience providing the proposed services.

C. Coordination of Services

- Demonstrated capability to coordinate services with other agencies and resources in the community.

2. Project Organization and Staffing (10 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing

- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.

B. Project Organization

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.

3. Service Delivery (50 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

The evaluation criteria will also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

- Applicant's ability to meet the service delivery needs
- Applicant's service delivery approach is logical, clear

and realistic.

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				

Authorized Signature

Date

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	SPO-H-206C Budget Justification - Travel: Interisland	
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	B. Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1994	
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